

2003 Training and Administration Check Sheet

Purpose: The purpose of this check sheet is to assist EMS Training Officers and administrators, particularly in small communities, in identifying the core activities for the year. This check sheet should be used as a guideline, but it may be modified to meet local and regional training needs. For example, January may be a better time for the service to hold a refresher course than in the fall.

Contact the Regional EMS Office periodically for information regarding training opportunities, funding possibilities, and other important information.

It should not be inferred that one person is expected to perform all of the tasks listed. Rather, there should be one person who is in charge of making sure the activities are being completed.

Some of the activities may be combined. For example, a rural community may schedule drill(s) night to coincide with a visit from the physician medical director and provide him/her with that month's completed patient run reports. There is no requirement that the steps be performed in a particular order within each month.

By modifying and adopting a schedule like this, an EMS agency can help ensure that critical training and administrative needs are met.

An updated version of this check sheet will be maintained on the section's web site.

Please note that the site contains a system for training officers and other authorized EMS administrators to check the status of EMS certification records.

Key Telephone Numbers:

State EMS Program:	907-465-3027
State EMS Program FAX:	907-465-4101
Main Certification Fax:	907-465-6736
Voice Response System:	907-465-4109 (after hours)

Key Web Sites:

State EMS Program:	www.chems.alaska.gov
Interior Region EMS Council:	www.iremasc.org
Southern Region EMS Council:	www.sremasc.org
Yukon-Kusk. Health Corp.:	www.ykhc.org
Norton Sound Health Corp.	www.nshc.com
Alaska Fire Service Training:	http://www.dps.state.ak.us/FireTraining/index/index.html
Div. of Emerg. Serv. Training:	www.ak-prepared.com/training
National Registry of EMTs:	www.nremt.org

Key Points for Recertification in 2003

The EMT/EMT-Instructor certification regulations were amended in August of 2002. Some of the changes related to recertification included:

- Extending the period a person is eligible for recertification after his/her EMT certificate expires from two years to three years; and
- Combining the options for recertification.

Make sure you are using applications for certification and recertification that are have revision dates of August, 2002, or later.

Weekly Checklist

- Forward patient run sheets to physician medical director
- Check service's account on the First Class System¹
- Check State EMS web site for training opportunities
- Check with Regional EMS Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Emergency Services to identify training opportunities

Monthly Checklist

- Schedule and hold EMS drills
- Ensure that any new members have required training and immunizations

¹ Go to http://www.chems.alaska.gov/ems_firstclass.htm for more information

January

- ❑ Applications for recertification for EMS services with certificates expiring on March 31st sent out by Section of Community Health and EMS
- ❑ **Develop annual training plan based on input from EMS personnel, financial staff, physician medical director, and others, which addresses initial training needs, recertification requirements, and specialty training needs, (e.g. medevac escort training, emergency vehicle operations training, etc.)**
- ❑ Review certificates of those who were scheduled to recertify on December 31st to ensure that they are authorized to continue to practice. If not, request extensions of certification.
- ❑ Identify those with EMS credentials expiring on March 31st and encourage them to apply for recertification in a timely manner.

February

- ❑ Meet with EMS Medical Director
- ❑ Schedule initial EMS (ETT, EMT-I, EMT-II, or EMT-III) training program, as needed.
- ❑ Ensure that all EMT-I personnel who received extensions are on-track to recertify before their certification extensions expire.
- ❑ Identify those with EMT-II, or EMT-III certificates which expired on March 31, 2002 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to March 31, 2003.
- ❑ Identify those with EMT-II, or EMT-III certificates which expired on March 31, 2000 and advise them that they will be ineligible for recertification if they have not recertified prior to March 31, 2003.

March

- EMS Today Conference – March 18 – 22 – Philadelphia, PA
- ❑ Develop training plan for next quarter
- ❑ Contact Regional EMS Office to identify training opportunities
- ❑ Schedule and hold monthly EMS drill(s)
- ❑ Update list of certification expiration dates for all EMS personnel.
- ❑ Ensure that those EMS providers with certificates expiring in March have submitted completed applications for recertification.
- ❑ Forward patient run sheets to physician medical director

April

- Interior Region EMS Symposium – Fairbanks – April 2 – 5 (pre-symposium 2nd and 3rd, Symposium on 4th and 5th).
 - Southeast Region EMS Symposium - Sitka - April 9-12
 - Southeast Region EMS Council Board Meeting – Sitka - April 13, 14
 - Alaska Council on Emergency Medical Services – Juneau
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- ❑ Review certificates of those who were scheduled to recertify on March 31st to ensure that they are authorized to continue to practice. If not, request extensions of certification.
 - ❑ Conduct annual hazardous materials training as required by OSHA

May

- EMS Week
 - National EMS for Children Day
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- ❑ Check CLIA (Clinical Laboratory Improvement Act) status if performing glucometry
 - ❑ Conduct annual infectious disease training as required by OSHA
 - ❑ Ensure that all EMT-II and EMT-III personnel who received extensions are on-track to recertify before their certification extensions expire.

June

- ❑ Develop training plan for next quarter
- ❑ Ensure that all ALS personnel scheduled to recertify on March 31, 2003 have valid certificates. Remove those who do not from ALS duties.
- ❑ Review EMS standing orders and, in consultation with medical director, determine whether they need to be revised. Begin revision process if indicated with completion date of September 1.
- ❑ Conduct required domestic violence training as required by 18.65.510.

July

- ❑ Plan for recertification of all EMS personnel in agency
- ❑ Contact Regional EMS Office, if necessary, to request assistance with recertification training
- ❑ Conduct annual confined space training, if required

August

- ❑ Meet with EMS Medical Director
- ❑ Send nominations for State EMS Awards to Regional EMS Office

September

- Southeast Region EMS Council Board Meeting – Sitka – September 19, 20
- Complete revision of standing orders
- Develop training plan for next quarter
- Coordinate refresher training program for all EMS personnel
- Send in preregistration forms for those attending State EMS Symposium.

October

- Applications for recertification for certificates expiring December 31, 2003 sent out by Section of Community Health and EMS
- Check CPR cards for all EMS personnel and conduct refresher training as required
- Identify those with EMT-I certificates which expired on December 31, 2002 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to December 31, 2003.
- Identify those with EMT-I, certificates which expired on December 31, 2000 and advise them that they will be ineligible for recertification if they have not recertified prior to December 31, 2003.

November

- State EMS Symposium – Anchorage – 11/13 - 15
- Applications for recertification for ground and air EMS services with certificates expiring on December 31, 2003 sent out by Section of Community Health and EMS
- Identify those with EMS credentials expiring on December 31st and encourage them to apply for recertification in a timely manner.
- Identify those needing extensions of certification and encourage them to send written requests for extensions to the Section of Community Health and EMS

December

- Certification expiration date for many EMT-I personnel
- Certification expiration date for many ground and air medical services
- Develop training plan for next quarter
- Complete and return application for EMS service certification, if it is scheduled to expire on December 31st.
- Contact Regional EMS Office regarding capital grant requests for next state fiscal year
- Ensure that those EMS providers with certificates expiring in December have submitted completed applications for recertification or have requested extensions.